

Library Specialist: Programs & Publicity

Part-time (15 hrs per week) \$28.30 per hour. This position supports the library's efforts in areas of programming, promotions, and communications. The chief responsibilities are with the website, online calendar, newsletter and flyers, social media and video production. Other responsibilities include planning and introducing community programs. Top candidates will also have solid experience using Adobe's Creative Suite software.

The work schedule is typically four days: three mornings and one evening per week. Duties also include setting up for programs by lifting of chairs and tables, as well as the operating of A/V equipment.

Candidates should email: 1) resume, 2) cover letter, 3) three samples or links to their work made using Adobe's Creative Suite software, to: whpl@westhartfordct.gov

Applications will be accepted through Feb. 14, 2018.